

ISIS IT Asset Inventory
File layout

Key	
	New requirement
	Has always been a requirement
	Changes since initial publication

Column	Field	Type	Length	Description	Options	Additional instructions	
1	A	Location	Text	32	For a physical asset (hardware, server, switch, etc.) the full address where it is located.	Required for hardware, not required for software	
2	B	City	Text	32	Full name of city	Required	
3	C	Manufacturer Name	Text	32	Use name from Manufacturers list	Required	Use the full name not the code
4	D	Asset Group	Text	32	Use Group from Group, Type & Asset Codes list	Required	Use the full name not the code
5	E	Asset Type	Text	32	Use Type from Group, Type & Asset Codes list	Required	Use the full name not the code
6	F	Asset Code	Text	32	Use Asset from Group, Type & Asset Codes list	Required	Use the full name not the code
7	G	Status	Text	32	Use Status from additional codes list	Required	Use the full name not the code
8	H	Maintenance Type	Text	32	Use Maintenance Type from additional codes list	Required	Use the full name not the code
9	I	Disposition	Text	32	Use Disposition from additional codes list	Required if disposed of in 2013	Leave blank if asset is active. Use the full name, not the code.
10	J	Disposition Date	Date		Must be a valid date in MM/DD/YYYY format	Required if disposed of in 2013	Leave blank if asset is active
11	K	Version Name/Number	Text	32	Software version	Required for software	
12	L	Number of Seats	Numeric		Number of seats licensed	Required for software	0 = unlimited
13	M	Model Name/Number	Text	32	Manufacturer's model name or number	Optional	
14	N	Serial/License Number	Text	32	Serial number or license number.	Required	If unknown or not applicable, make up a serial number, minimum length 7 characters. Suffix it with your 3-character agency code if less than 7 digits.
15	O	Asset Tag Number	Text	32	Internal asset management asset tag	Optional	
16	P	Unit Cost	Currency		Unit cost at time of purchase	Required. Estimate if unknown	
17	Q	Acquisition Date	Date		Date purchased or acquired. Must be a valid date in MM/DD/YYYY format	Required. Estimate if unknown	
18	R	Maintenance Vendor	Text	32	Name of vendor that provides maintenance	Optional	"None" if not applicable
19	S	Maintenance cost (new from FY2014)	Currency		If under maintenance, the annual maintenance cost	Required. Estimate if unknown	0 if not under maintenance
20	T	Lease Number	Text	32	Lease identification number	Optional	"None" if not applicable
21	U	Comments	Text	32	Optional comments about the asset	Optional	"None" if not applicable
22	V	Agency AFIS Code	Text	3	3 character code to identify the agency	Required	
23	W	Sub Organization	Text	32	Sub organization or division	Optional	
24	X	Fiscal Year of Inventory	Numeric	4	Fiscal year of the report. Enter 2014	Required	

Change Log	
10/4/2013	Changed Disposition code to 32 characters
10/4/2013	Changed Software version to Required for software, not required otherwise
10/4/2013	Changed Sub Organization to optional. Please include it if applicable
10/8/2013	Changed instructions for unknown serial number (Field 14)